

# MINUTES OF THE COMMUNITY COMMITTEE MEETING OF EXCALIBUR PRIMARY SCHOOL

WEDNESDAY 10<sup>th</sup> FEBRUARY 2016 – 5.30PM

## PRESENT:

Vicky Alsop	VA	Chair
Sarah Brammell	SB	
Yvonne Hilditch	YH	
Sakina Shulver	SSh	
Sarah Sproston	SSp	

Observer  
Simon Cotterill      SCo

Item	TOPIC / PURPOSE	Action
1	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Lise Houldsworth but no apologies were received from Mike Cross.	
2	<b>DECLARATION OF INTEREST</b> No declarations of interest.	
3	<b>MINUTES</b> The minutes of the meeting held on Wednesday 21 <sup>st</sup> October 2015 were agreed as a true record and signed.	
4	<b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b> <ul style="list-style-type: none"> <li>Obtain quotes for chancel insurance (YH) – This had not been completed but the land had not yet been transferred to the Alsager Trust.</li> <li>YH has ordered an Accessibility Audit and once this has been completed the plan will be updated and ready for review – this has not yet been completed and YH will chase the order and completion of the audit.</li> <li>The governors discussed the following training and issues that they felt should be completed and bought in by the governing body. <ul style="list-style-type: none"> <li>The governing body should bring in a mentoring system for new governors</li> <li>The governors should look at achieving Governor Mark</li> </ul> </li> </ul> <p>It was agreed that VA/MC would investigate Governor Mark and the mentoring system would be trialled when the next new governor was appointed.</p> <p>VA investigated Governor Mark and sent her findings to all the governors via email. It was agreed that it would give nothing to Excalibur's governing body at the moment and that we should not move forward with obtaining this kite mark at the moment.</p> <p>SSp, the new co-opted governor had been allocated a mentor at the FGB meeting on 16<sup>th</sup> December 2015 and SB will be allocated a mentor at the FGB meeting on 23<sup>rd</sup> March 2016. Both new governors will have their induction session with YH before the FGB meeting on 23<sup>rd</sup> March 2016.</p> <ul style="list-style-type: none"> <li>The governor skill audit had 3 governors missing. These need to be obtained from the 3 governors and the collated returns will be presented to the next Strategic Leadership and Management Committee on 25<sup>th</sup> November 2015 for review.</li> </ul> <p>The 3 missing skills audit were obtained and the returns collated and</p>	YH  YH

	<p>presented to the Strategic Leadership and Management Committee on 25th November 2015. The findings from this was that the school had enough coverage of all areas within the skills matrix to ensure that the governing body and its committees work efficiently and are able to challenge the school and SLT. The areas that the governing body deemed to be weaker are around Legal and HR and the governors thought that this would be a good area to recruit the new co-opted governor. The governors agreed that they need to ensure that this is completed on an annual basis to ensure that the lower scores of developing and not yet developed are moving from one year to the next.</p> <ul style="list-style-type: none"> <li>• There had been an impact on staff due to parent behaviour in the Spring and Summer terms. The school was to bring in a number of policies in the Autumn term so that clarification can be given to parents. Two policies: <ul style="list-style-type: none"> <li>○ Dealing with Incidents of Abuse, Threats, Intimidating Behaviour or Violence towards Staff</li> <li>○ Social Media Policy for Staff, Pupils, Parents and the Wider School Community</li> </ul> </li> </ul> <p>were agreed at the FGB meeting on 16th December. The policies have been publicised on the School Newsletter on 21st December and added to the policies section of the school website. They clarify the expected behaviour of adults and pupils around the school site and on social media and the consequences if the policy is not followed.</p> <ul style="list-style-type: none"> <li>• YH is to obtain quotes for new electric gates and lighting at the front of the school to see if this affordable in this academic year. YH has obtained quotes and the initial cost without any site surveys and without lights is around £15,600. This is affordable and the school is to create an Earmarked Fund for this work out of the 2014/15 budget of £17,500. The work will need to be completed when the drive and gates are not in use so it would be best over the Summer break. YH is now to obtain 3 full quotes for the work so that it can be approved at the Summer Term governors meeting and the work can be completed over the Summer 2016.</li> <li>• YH is in contact with Ian Hales, Property Management CEC, and is hoping for Local Authority funds to help to replace the school's heating boilers. During the Autumn term YH commissioned a report from the school's heating contractors on the state of the school's heating boilers. This has been sent to Ian Hales and he is putting together a report to present to the Property Management Managers at CEC to fund the boiler replacement during the Summer 2016. The estimated cost of the replacement has now been estimated to be between £75,000 and £100,000 and the school has been asked to contribute 10% which will be between £7,500 and £10,000. The school is to create an Earmarked Fund of £10,000 out of the 2015/16 to fund the school's contribution.</li> <li>• The Director of Children's Services Report Autumn term Item 5 required all governors to read the new Ofsted Common Inspection Framework. The governors at the meeting confirmed that they had read this document.</li> <li>• The Director of Children's Services Report Autumn term Item 7 required all governors to read the new Prevent Duty, Departmental advice for schools and childcare providers June 2015. The governors at the meeting confirmed that they had read this document and understood the requirements for schools to be fully compliant.</li> </ul>	
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**SCHOOL DEVELOPMENT PLAN PRIORITIES 2015/16 – Review the SSDP objectives for the Community Committee, the Community Cohesion events and British Values in relation to Behaviour and Safety**

**Priority 5 - Healthy Lifestyles**

- All the children from Year 1 to Year 6 received First Aid training by St John's Ambulance from 19<sup>th</sup> to 21<sup>st</sup> October 2016. The session length and content varied depending on the age of the children. Year 6 completed a whole day training that included CPR, recovery position and dealing with bleeds. Year 4 and 5 received half a day training and then the remaining classes received an hours training and learnt how to deal with bandages and bleeds.

**Priority 6 - Staying Safe**

- At the previous meeting governors were informed that Excalibur had become a Kiva school and two members of staff had received training. The 2 trained members of staff have since disseminated their training to the rest of the school staff at a staff meeting on 21<sup>st</sup> November 2015. During the Spring term there has been a whole school assembly let by the 2 trained members of staff and LH to introduce the children to the Kiva programme and they were asked to produce anti- bullying and Kiva posters for around school. Also during the Spring term the children in Key Stage 2 have introduced to the Kiva program in their lessons. The future plans are to have another whole staff meeting on Kiva in the second half of the Spring term.
- The school took part in Anti-bullying week in November 2015.
- Two members of school staff and two year 5 pupils attended CEOP training on 25<sup>th</sup> January 2016. The training was aimed to assist schools in delivering a whole school approach that empowers all with the relevant, up-to-date information on using the internet and whilst doing so keeping safe. The staff training was an induction to the "Thinkuknow" Programme, delivered by CEOP Ambassadors, and:
  - Provided an overview of CEOP and the "Thinkuknow" education programme
  - Introduced new technologies and how young people use them
  - Highlighted some of the risks associated with these online environments
  - Showed how the free "Thinuknow" education resources respond to these risks.

Whilst the staff were receiving their training, the pupils were receiving training in a different room which covered key issues around what is being used, how young people are being targeted, presentation skills and much more.

After the training the trained staff and pupils led key stage assemblies on Safer Internet Day on 9<sup>th</sup> February 2016.

- The school took part in Safer Internet day on 9<sup>th</sup> February 2016. As part of safer internet day 2016, Years 4, 5 and 6 participated in bCyberwise workshops today, Wednesday 10<sup>th</sup> February. These workshops were run by Life Education and aim to help children learn how to be respectful and safe online. The learning outcomes relate directly to the key stage two computing curriculum and the workshops were not only enjoyable, but promoted positive cyber citizenship.
- The school staff have undertaken Positive Handling training as two twilight sessions in January 2016. This was something that the staff had requested in the 2014/15 staff questionnaire.
- A threat to keeping the children safe at Excalibur is parents/carers lack of understanding around the threats posed by online gaming and internet use. The

	<p>school acquires and sends out the Digital Parenting magazine as it is published, we have a section on the school website that is being regularly updated with new links to parent information on keeping children safe and it is included in the school newsletter. The school is looking to put on a parent event about online gaming in the Summer Term.</p> <p><b>Community Cohesion</b></p> <ul style="list-style-type: none"> <li>The year 3 and 4 children are taking part in a Fairtrade Fortnight event being run in Alsager. In Alsager the Fairtrade Breakfast idea is being expanded to take account of the values of ethical and local production and has been labelled ELF (Ethical, Local, Fairtrade). The pupils are designing and making badges to illustrate the ELF ideas and the ELFie breakfast. These badges will be displayed in Wesley Place Church on Saturday 27<sup>th</sup> February as part of the ELFie breakfast event.</li> </ul> <p><b>British Values</b></p> <ul style="list-style-type: none"> <li>On 6<sup>th</sup> November Mrs Bundy and two members of the school council attended the Children's Rights Conference hosted by the MMU Cheshire Campus. The workshop involved talks around children's rights delivered by children, young people and adults followed by a series of interactive workshops.</li> <li>During November 2015 and as part of the development of 'British Values', members of the school council from St.Nathaniel's Academy in Burslem visited Excalibur. They had lunch with the school council members and observed a school council meeting before having a tour of the school. St Nathaniel's enjoyed their visit and have put a plan of action into place to develop their school council further.</li> </ul> <p><b>Other Strengths</b></p> <ul style="list-style-type: none"> <li>The school website was discussed and how it is a good evidence base of the school's culture and ethos with the assembly log, school news, sports news, governor blogs and gallery items. The school website is updated on a daily basis with any letters and posters.</li> <li>The school kitchen has received a positive monitoring visit from Cheshire East Council. The report was presented to the committee. They commented that school staff worked closely with the school kitchen, that the food looked lovely and overall that it was a very good, well run kitchen with friendly and efficient staff. There was one recommendation around the cook displaying more fruit on the fruit platter.</li> </ul>	
6	<p><b>REVIEW ANY ISSUES ARISING FROM THE ANNUAL HEALTH AND SAFETY REVIEW AND OTHER HEALTH AND SAFETY RISK ASSESSMENTS AND AUDITS.</b></p> <ul style="list-style-type: none"> <li>YH presented the annotated Hygiene Audit report from 19<sup>th</sup> November 2015. The school kitchen achieved the highest rating of 5 with no recommendations. There were a number of issues raised for the school: <ul style="list-style-type: none"> <li>11.7 – Food Technology/KS1 Kitchen – Information on cleanliness was included for our reference and YH confirmed that all recommendations were in place.</li> <li>12.2 – The microwave oven was tested for signs of leakage and a reading of 6.09 was detected. The microwave was removed from the kitchen and disposed of by the caretaker on 19<sup>th</sup> November.</li> <li>13.3 – Toilet Accommodation – cleaning that requires attention <ul style="list-style-type: none"> <li>Disabled toilet the sealant on the boxed area requires</li> </ul> </li> </ul> </li> </ul>	



	<p>replacement – This was put on the job logger on 23<sup>rd</sup> November and completed 24<sup>th</sup> November.</p> <ul style="list-style-type: none"> <li>▪ Boys and Girls Reception, review the hygiene to the plugholes and take appropriate action. This was put on the job logger on 23<sup>rd</sup> November and discussed with the cleaner in the weekly meeting on 25<sup>th</sup> November . The job was completed on 23<sup>rd</sup> November.</li> <li>▪ Boys Year 1 and 2, there is a panel not in place to the wash hand basin unit. This was discussed with the caretaker as needing to be checked on a daily basis when the bathroom check is completed in the meeting on 25<sup>th</sup> November.</li> <li>▪ Boys Year 1 and 2, there stripping missing on the doors of two of the cubicles. This was added to the job logger on 23<sup>rd</sup> November and completed by the stand in caretaker on 21<sup>st</sup> January 2016.</li> <li>▪ Boys KS2, there stripping missing on the doors of two of the cubicles. This was added to the job logger on 23<sup>rd</sup> November and completed by the stand in caretaker on 21<sup>st</sup> January 2016.</li> <li>▪ Girls KS2, the flooring against the wall in the front left hand side cubicle has come away and requires repairing. This was put on the job logger on 23<sup>rd</sup> November and completed 24<sup>th</sup> November.</li> </ul> <ul style="list-style-type: none"> <li>○ 13.4 includes recommendations on the correct cleaning materials and cloths being used. YH can confirm that the cleaner uses disposable clothes that are thrown away on a daily basis and that blue items are use I general areas and red items are used in toilet areas.</li> <li>○ 13.5 staff should monitor daily to ensure that pupils wash and dry their hands properly prior to lunch. SC and YH confirmed that this is completed by teachers and lunchtime assistants as well as SLT members as they enter the dinner hall.</li> <li>○ 13.6 staff should send children to wash their hands before eating food. YH confirmed that this is done by the teachers in the classrooms.</li> </ul> <ul style="list-style-type: none"> <li>• YH presented the annual PAT testing report completed by Calbarrie on 11<sup>th</sup> January 2016. All electrical items in the school were tested and passed.</li> <li>• YH presented the Health and Safety Chess Update to the committee. The items highlighted included <ul style="list-style-type: none"> <li>○ YH will be attending the Schools Health and Safety briefing on 29<sup>th</sup> February 2016</li> <li>○ All schools require a Vehicle Movement Risk Assessment – this is in place and was completed in May 2015.</li> </ul> </li> <li>• There had not been an annual sports equipment check in the Autumn term when it was due. YH has contacted another firm, Sportsafe, and they are to complete the check on 24<sup>th</sup> February 2016 and the results will be brought to the next committee meeting.</li> <li>• YH presented the Identified Risks Listing report of all the hazards identified by the school risk assessments and any other assessments and reviews both internally and by external contractors. It summarises all hazards identified within school together with any costs, the actions to be taken and by whom, the target completion date and details of when the remedial action was completed and therefore the risk reduced.</li> <li>• YH has been looking at a new online software package to manage the school site and risk assessments. It is called Smartlog and will make the management of and health &amp; safety compliance and premises maintenance management more efficient as it puts all your compliance requirements in one place.</li> </ul> <p>It provides:</p>	
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	<ul style="list-style-type: none"> <li>○ Fully digital management process support facility</li> <li>○ Automated check and test facilities</li> <li>○ Direct reporting of premises issues by staff that are date stamped and sent to the caretaker and the school office.</li> <li>○ All risks assessment issues and premises issues remain outstanding on one screen until an issue is resolved</li> <li>○ Self monitoring Risk Assessments for Fire, Health &amp; Safety and many other school related needs</li> <li>○ Automated fire safety log book with reminders</li> <li>○ Fire awareness training for ALL staff</li> <li>○ Suite of school related and legally required training courses</li> </ul>	
7	<p><b>REVIEW THE SCHOOLS EARS AND ICT PLUS INSURANCE COVER AND ASSESS WHETHER ALL RISKS ARE ADEQUATELY INSURED</b></p> <ul style="list-style-type: none"> <li>• YH presented a document on what the EARS and ICT Plus insurance covers. The main findings were: <ul style="list-style-type: none"> <li>○ EARS - The school is covered for loss and damage from fire, theft, vandalism, accident or flood in the building or in secured outbuildings. Items covered are furniture, equipment and materials, equipment in transit and equipment at the home of an employee. The item would be replaced with a similar item. The only item not covered is the photocopier as it leased.</li> <li>○ ICT Plus - The school is covered for loss and damage from fire, theft, vandalism, accident or flood in the building or in secured outbuildings. The items covered are desktop computers, laptops, peripherals, servers, routers and switches. The equipment must be locked away and out of sight or at the home of an employee.</li> <li>○ The maximum payment as one claim is £30,000.</li> </ul> </li> <li>• YH presented the governors with a Cheshire East Council leaflet entitled 'Are you covered?' This shows the cover that the Council holds and what schools must do to ensure that they are covered. <ul style="list-style-type: none"> <li>○ Employers Liability – CEC holds a combined policy with a limit on indemnity of £50m for all employee of Cheshire East Council.</li> <li>○ Public Liability Insurance - CEC holds a combined policy with a limit on indemnity of £50m. This does not cover third party use so the school ensures that all organisations hiring rooms must hold their own Public Liability Insurance with a minimum indemnity limit of £5m.</li> <li>○ Officials Indemnity – CEC holds combined liability policy with a limit of indemnity of £10m.</li> <li>○ Professional Indemnity – it was noted that if staff carry out professional work in other schools outside their normal scope that they would need their own professional indemnity insurance.</li> <li>○ Fidelity Guarantee (Full Crime Cover) - CEC policy covers all schools for the illegal acts and fraud of any of its employees.</li> <li>○ Money – CEC policy covers loss of money from a locked safe up to £70,000.</li> <li>○ Libel and Slander – CEC hold a combined liability policy with a limit of indemnity of £10m.</li> <li>○ Personal Accident – Teachers and governors are covered by the policy held by CEC. It recommends that schools purchase their own travel insurance which the school does through Zurich Insurance.</li> <li>○ Material Damage – CEC property insurance covers fire, storm damage, lightning strike, explosion, earthquake and impact by a vehicle or</li> </ul> </li> </ul>	



	aircraft. It does not cover vandalism, theft of lead from roof, theft of copper piping, broken windows, flooding from burst pipes. Schools could purchase further insurance to cover this if they wish but we have decided not too at this time.	
8	<b>DISCUSS ANY CHANGES TO THE BUILDING MAINTENANCE 3 YEAR PLAN</b> SC stated that there were no changes to the three year building maintenance plan.	
10	<p><b>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SUMMER TERM 2015 FOR THIS COMMITTEE</b></p> <p>YH presented the report informing the governors of the following items of importance for this committee:-</p> <p><b>Item 1 – Governance and liaison update</b></p> <ul style="list-style-type: none"> <li>Cheshire East Annual Governors' Conference in 11<sup>th</sup> March 2016. SSp is attending for the school and its focus is on excellence in governance and leadership in schools.</li> <li>Spring term training package. This is available for all governors on the governor section of the school website. Chairs are encouraged to ensure that training paid for is being optimised.</li> <li>Governor Services Benchmarking Survey 2014/15. Governing body are to feed back to CEC governance of any additional courses that they would like to see on the training package.</li> <li>New Governance Handbook released November 2015. It is suggested that governors use the handbook as a reference guide. Chairs should familiarise themselves with sections 1 to 5 and section 12. The other chapters should be consulted as and when a relevant issue arises.</li> <li>Disqualification Criteria. The DfE is undertaking a consultation and proposal to make DBS checks compulsory for all governors. Most of our governors have completed DBS checks.</li> <li>Assessment without levels Commissioners report is an essential report in terms of the development of quality in assessment in schools. The suggested questions on assessment will be asked in the Teaching and Learning committee Spring term meeting.</li> </ul> <p><b>Item 6 – Student safeguarding groups</b></p> <ul style="list-style-type: none"> <li>The Safeguarding Children in Education Setting (SCiES) Team has been encouraging primary schools to set up safeguarding groups with their students to support staff in addressing safeguarding issues. Alos to ensure that pupil voice is influencing decision making.</li> </ul> <p><b><i>Has the school set up a safeguarding group for students?</i></b> SC – We have not set up a separate group but we are doing this as part of the school council meetings. Safeguarding is an item on every school council meeting agenda and is discussed in the meetings.</p> <p><b>Item 7 – Hate crime</b></p> <ul style="list-style-type: none"> <li>Pupils should be encouraged to have a good understanding of hate crime so that they can protect themselves and learn tolerance and respect for others.</li> </ul> <p><b><i>Does the school know how to report incidents of hate crime?</i></b> YH presented the CEC one minute guide on Hate Crime. It describes what hate crime is, what forms it takes, prevention and its link to bullying prevention and reporting hate crimes.</p>	<p>VA</p> <p>VA</p>

	<p><b><i>Is the school addressing some of the issues within the curriculum?</i></b> SC – yes most of the issues are being addressed through the introduction of the Kiva program throughout the school.</p> <p><b>Item 8 – Domestic abuse developments</b></p> <ul style="list-style-type: none"> <li>Three things are happening within Cheshire East around Domestic Abuse <ul style="list-style-type: none"> <li>“Domestic Abuse Hub” which is now 24/7. Schools have been asked to make the number accessible to parents and staff. Ambition to get the domestic abuse poster (which displays this number) into every public toilet in Cheshire East. Schools have been asked to support this by displaying the poster in their own toilets for staff, visitors and students; <b><i>Has the poster been displayed in school?</i></b> SC – it has been displayed in the toilets as requested and on the school notice board, in the school reception area and on the school website.</li> <li>“Act On It Now” website: Interactive website for young people with details of useful resources to use;</li> <li>Operation Encompass: From January 2016 a police initiative is taking place which schools have been briefed on. Currently support materials are being distributed to all schools.</li> </ul> </li> </ul> <p><b><i>Are school staff aware of Operation Encompass?</i></b> SC – School staff are aware of Operation Encompass and are ready to receive and act upon any calls that they receive.</p> <p><b>Item 9 – School trips in light of the Paris terrorist attacks</b></p> <ul style="list-style-type: none"> <li>All schools are advised to consult with their senior management, governors and parents if they are planning to big cities within the UK as well as overseas. Any updates on the Foreign and Commonwealth Office (FCO) website are posted onto EVOLVE (online system Cheshire East uses to approve and document school trips). The situation is being constantly monitored and the LA will continue to consult FCO and police advice in order to supply accurate information to schools.</li> <li>Governors are advised to familiarise themselves with their school’s educational visit programme and to be ready to offer guidance and support to staff, parents and children.</li> <li>Check that trip leaders currently planning school trips for the spring and summer term 2016 are confident that any travel insurance will cover them for acts of political unrest. YH will check this.</li> </ul> <p><b>Item 10 – Fair Access Protocol</b></p> <ul style="list-style-type: none"> <li>The purpose of the protocol is to ensure that outside the normal admissions round unplaced children are found and offered school places quickly so that the amount of time a child is out of school is kept to a minimum.</li> <li>The Secondary school protocol will be presented early 2016; once embedded it is envisaged that the Primary protocol will be revised.</li> <li>Governors should ensure that the school adheres to the Fair Access protocol.</li> </ul>	YH
11	<p><b>REVIEW OF POLICY LISTING</b></p> <p>All policies except Accessibility Plan are up to date. YH has ordered an Accessibility Audit and once this has been completed the plan will be updated and ready for review.</p>	YH
12	<p><b>REVIEW OF POLICIES TO BE TAKEN TO THE FULL GOVERNORS MEETING</b></p> <p>The following policies were reviewed and it was agreed to send the policies for approval at the Full Governors Meeting on 23<sup>rd</sup> March 2016.</p>	



	<ul style="list-style-type: none"> <li>• Policy for the Prevention of Extremism and Radicalisation</li> <li>• Whole School Food Policy</li> </ul>	
13	<b>SAFEGUARDING ISSUES</b> <ul style="list-style-type: none"> <li>• All the school staff and most of the governors have completed the Prevent online training in the Autumn and Spring term.</li> </ul>	
14	<b>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</b> None	
15	<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"> <li>• YH presented a listing of Copyright licences and how the school are covered for all of their copyright requirements.</li> <li>• YH presented an annotated checklist on the statutory requirements of a school website. This proves that the school website contains all the information required.</li> </ul>	

Part one of the meeting concluded at 7:00pm

The meeting was declared closed to parents, staff, the public & press

Minutes agreed and signed as a true record by V. Alsop (chair)

Date 23-3-2016

No Part 2 meeting took place as there were no issues to discuss